

## LANCASTER COUNTY JAIL ADMINISTRATOR

### NATURE OF WORK

This is administrative and professional work developing, supervising and coordinating services and programs within the County Department of Corrections.

Work involves responsibility for administration and coordination of all activities, personnel, facilities and programs within a division of the Department of Corrections. Work also includes the coordination of correctional activities with all elements of the criminal justice system including state and local law enforcement agencies, judicial systems, and the general public. An employee in this class works with considerable independence complying with established policies and guidelines. Supervision is received from the Corrections Administrator with work reviewed in the form of reports, conferences, and day-to-day operational effectiveness. Supervision is exercised over subordinate jail staff members.

### EXAMPLES OF WORK PERFORMED

Supervise, direct and evaluate the work of Correctional training, facility maintenance and records management personnel; plan and assign the work of subordinate personnel.

Plan, coordinate and implement security and custodial programs; develop and evaluate programs to promote inmate welfare and improve correctional services; analyze data and institute changes necessary to ensure proper and efficient management of Department facilities.

Resolve routine departmental problems in accordance with established policies and procedures; coordinate correctional activities with state and local law enforcement agencies, judicial systems and the general public; respond to complaints or requests from inmates, families, attorneys or the courts concerning inmate status or the actions of correctional staff; prepare required reports and compose correspondence as necessary.

Prepare annual budget for the jail complex; review and approve routine budgetary expenditures; operate within approved budgetary guidelines.

Develop and maintain operational policies and procedures for jail complex; make routine and nonroutine inspections of the facility to ensure procedures are equitably and properly enforced and programs delivered as scheduled and assigned; oversee compliance with Federal, State and local statutes regarding facility operation and administration.

Assume designated Corrections Administrator's responsibilities in their absence or as directed.

**DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of state and local laws and regulations pertaining to the operation of a correctional facility.

Considerable knowledge of correctional institution management practices of administration and execution of the legal process.

Considerable knowledge of research and analytical methodologies as they pertain to residential correctional operations and penology.

Knowledge of the principles and methods used in public budgeting.

Ability to plan, assign and evaluate the work of subordinate facility staff members.

Ability to develop, implement and evaluate programs established to meet departmental goals and objectives.

Ability to communicate effectively both orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with law enforcement and governmental officials, co-workers, and the general public.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major course work in public administration, criminal justice, sociology or related field plus considerable experience in correctional institution management in a responsible supervisory capacity.

**MINIMUM QUALIFICATIONS**

Graduation from a senior high school with college level course work in public administration, criminal justice, sociology or related field plus experience in correctional institution management in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

Revised 5/97

PS5765